

Greenwald, Steven

From: Bosch, Raymond
Sent: Thursday, February 05, 2015 4:01 PM
To: Greenwald, Steven
Subject: FOIA Tracking Number: EPA-R7-2015-003273 (City of Fort Dodge)

From: Butterfield, Michael C. [mailto:Michael.Butterfield@hdrinc.com]
Sent: Monday, February 02, 2015 5:26 PM
To: Bosch, Raymond; Hess, George
Cc: John Horrell (jhorrell@fortdodgeiowa.org); Tony Trotter
Subject: City of Fort Dodge - EPA Compliance Order, January Status Report

Mr. Bosch & Mr. Hess,

Listed below are activities that have taken place over the past 30 days for the Risk Management Plan for the chlorination system at the John W. Pray Water Treatment Plant.

- Completed internal project initiation activities to establish project execution and control protocols.
- Conducted a project kickoff meeting between HDR and Mr. John Horrell.
- Conducted a site visit to collect information in the field needed for RMP/PSM program sections.
- Initiated work on Process Safety Information.
- Initiated work on updated chlorination system layouts and schematics.
- Scheduled a work-session with HDR and Mr. Horrell to review & refine operating procedures.
- Developed a schedule for draft delivery of RMP/PSM program sections and reviews to meet project deadlines.

If you have any questions, please feel free to contact me.

Thank you,

Michael Butterfield, PE
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From: Butterfield, Michael C.
Sent: Monday, January 05, 2015 2:56 PM
To: 'Bosch.Raymond@epa.gov'; 'Hess.George@epa.gov'
Cc: John Horrell (jhorrell@fortdodgeiowa.org); 'Tony Trotter'
Subject: City of Fort Dodge - EPA Compliance Order

Mr. Bosch & Mr. Hess,

HDR has been hired by the City of Fort Dodge to develop a Risk Management Plan for the chlorination system at the John W. Pray Water Treatment Plant. At the City's request and pursuant to Item 46 of the Compliance Order, HDR will provide monthly updates on our work to the City and EPA.

For the month of December 2014, HDR has:

- Finalized the project scope of services, schedule, and fee and signed a professional services agreement for the project.
- Started internal project initiation activities to establish project execution and control protocols.
- Started preparation on background information and templates for a project kickoff *workshop to be scheduled in January.*

If you have any questions, please feel free to contact me.

Thank you,

Michael Butterfield, PE
Associate

HDR

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